



**Saskatchewan
Labour**

Annual Report of the Department of Labour

For the Fiscal Year ended March 31, 1987

Published by Authority of

The Honourable Grant Schmidt

Minister of Labour

Photographs in this report are courtesy of
Photographic Services Agency



Regina, June 30, 1987

To The Honourable Frederick W. Johnson
Lieutenant Governor of Saskatchewan

Sir:

I have the honour to present herewith the Annual
Report of the Department of Labour for the fiscal
year ended March 31, 1987.

Respectfully submitted

Grant Schmidt
Minister of Labour



Regina, June 30, 1987

To The Honourable Grant Schmidt
Minister of Labour

Sir:

I have the honour to present herewith the Annual
Report of the Department of Labour for the twelve
months ended March 31, 1987.

Respectfully submitted

Phil Richards
Deputy Minister of Labour

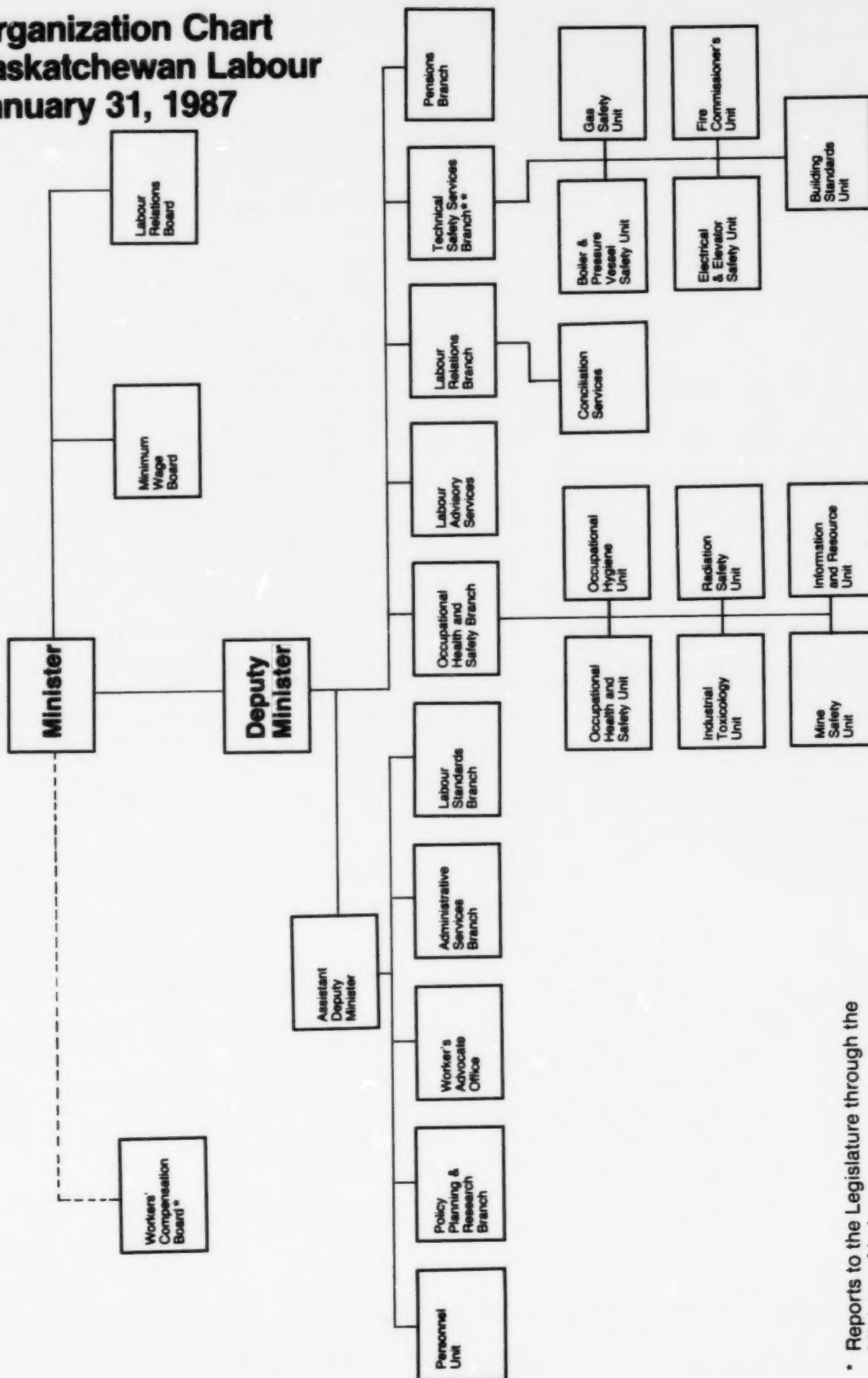
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Organization Chart Saskatchewan Labour January 31, 1987



- * Reports to the Legislature through the Minister of Labour.
- * Transferred to the Minister of Environment effective December 1, 1986.

Summary of Saskatchewan Department of Labour Activities During 1986-87

The Saskatchewan Department of Labour is established under *The Department of Labour Act*. The department administers a full range of labour statutes designed to establish equitable and healthy conditions of employment for Saskatchewan workers; an effective framework for the operation of collective bargaining for the benefit of labour and management; and safety standards for both the labour force and the general public. Programs in effect include those dealing with labour standards, occupational and public health and safety, labour relations, injured worker protection and retirement pensions.

Department Reorganization

Chapter G-5.1 Reg 1 of the *Revised Regulations of Saskatchewan* issued pursuant to section 12 of *The Government Organization Act* established a department of the Government of Saskatchewan called the Department of Human Resources, Labour and Employment effective February 1, 1987.

The new department is an integration of the Employment Development Agency, the Indian and Native Affairs Secretariat, parts of the Department of Labour, the Senior's Bureau (formerly of the Department of Social Services) and the Women's Secretariat. Responsibility for the Technical Safety Services Branch of the Department of Labour was transferred to the Minister of the Environment by Order in Council 1062/86 effective December 1, 1986.

This will be the final annual report of the Department of Labour. Henceforth we will report as the Department of Human Resources, Labour and Employment. For information about Technical Safety Services Branch for 1986-87 see the *Department of Environment and Public Safety Annual Report, 1986-87*.

Labour Standards Branch

During the year under review, the Labour Standards Branch received 3,135 formal complaints from employees, filed 204 certificates against companies in the Court of Queen's Bench, filed 77 statements against directors of companies and prosecuted 20 employers. In addition the branch collected \$1,631,321.03 on behalf of employees in the province.

Policy Planning and Research Branch

A research, information and publications program

designed to provide employers, employees and the public with data on a wide variety of labour topics is maintained by the branch.

Publications distributed by the branch during the 1986-87 fiscal year include: **Saskatchewan Labour Report; Non-wage Provisions in Saskatchewan Collective Agreements, 1986; Survey of Wages and Working Conditions, October 1, 1985; and Saskatchewan Labour Annual Report, 1984-85.**

Labour Relations Branch

A voluntary conciliation service is available through the branch's Conciliation Services office. During the year under review, labour relations officers provided conciliation in 35 disputes involving a total of 9,219 employees and 39 employers.

Worker's Advocate

The Worker's Advocate office continued to provide advice and assistance to claimants with claims before the Saskatchewan Workers' Compensation Board. The advocates dealt with a total of 830 claims in 1986-87.

Labour Relations Board

During the 1986-87 fiscal year, the Saskatchewan Labour Relations Board gave consideration to a total of 417 applications made under *The Trade Union Act*.

Occupational Health and Safety Branch

Branch personnel carried out an occupational health program involving the inspection of workplaces including mines; the investigation, identification and control of health hazards in the workplace; and the provision of education and information during the fiscal year under review. Of the 2,697 inspections of workplaces (other than mines) performed in 1986-87 by occupational health officers, 75 per cent or 2,031 inspections revealed no contravention of *The Occupational Health and Safety Act* or its regulations.

Pensions Branch

During the year under review, the branch personnel continued to administer the provisions of *The Pension Benefits Act*, to provide information and advice on retirement income matters and to participate in the deliberations of the Canadian Association of Pension Supervisory Authorities (CAPSA).

Administrative Services Branch

The Administrative Services Branch provides administrative services which are essential to the effective operation of the department.

General administrative services provided include:

- financial management, including forecasting and co-ordinating of the department's budgeting process;
- the review and development of administrative policies, procedures and systems employed throughout the department;
- the co-ordination of an overall informatics policy for the department that includes planning for departmental databases, information systems and computer technology to increase the effectiveness and efficiency of the department's programs;
- procurement of equipment and supplies;
- evaluation of space and furniture requirements and acquisition of same;
- control and management of departmental inventory;
- the provision of mail services; and
- clerical and administrative support in the district offices.

Specific financial-related services provided are as follows:

- processing of payments;
- the receipt, deposit and accounting for all revenues earned;
- maintenance of accounting records for both payments and receipts;
- issuance of various types of licenses and certificates;
- administration of trust funds;
- preparation of Treasury Board submissions and requests for special warrants and virements; and
- submission of cost-sharing claims to the federal government.

Human Resources Unit

The Human Resources Unit was re-established in the department on June 1, 1986. The unit provides comprehensive personnel services to three agencies: the Department of Labour, the Department of Co-operation and Co-operative Development and the Indian and Native Affairs Secretariat.

The services provided include administering contractual agreements, benefit packages, personnel systems and policies and procedures. In addition, the unit is responsible for co-ordinating training and development initiatives and staffing and classification actions as well as providing consultative services in the areas of counselling and reorganizations. It also manages employee records, attendance and pay related items.

Labour Standards Branch

The Labour Standards Branch ensures that the minimum benefits provided in Saskatchewan legislation with respect to labour standards and working conditions are enjoyed by all employees.

Labour standards officers of the branch investigate complaints laid by employees to ensure compliance with the laws and regulations with respect to labour standards. As a result of inspections by the labour standards officers, the branch collects any wages found owing to employees from their employers and forwards the funds to the employees.

The Labour Standards Branch, through the media, pamphlets and information requests answered by labour standards officers, informs employers and employees of all labour standards legislation and regulations. The officers also address groups for the purpose of explaining the legislation. This service has been further expanded to schools, community groups and any interested individuals.

New Legislation

During the period under review there was no legislation enacted.

Regulations

During the period under review an amendment was made to Minimum Wage Board Order, 1985 (No. 1) excluding noon hour supervisors employed by boards of education from the minimum three hour call out of \$13.50.

Labour Standards Main Provisions

The *Labour Standards Act* applies to all employees working in the province with the following exceptions: agricultural workers, persons employed in undertakings employing only members of the employer's family and all employees included within the jurisdiction of the Government of Canada. The federal jurisdiction includes all persons employed in broadcasting, air transport, banking, grain elevators, feed mills, uranium mining, and all inter-provincial and international transport and communication systems.

Hours of Work

Under provisions of the Act, employees in the province become entitled to overtime pay at the rate of time and one-half after an eight-hour day and forty-hour week. Excluded from this provision are persons employed exclusively as domestic workers, managers and certain firefighters.

Employee Wages

The Act requires the payment of all wages to employees within six days after the pay period has ended and 14 days after the termination of employment of the employee.

Notice of Termination

Provision is made for one to eight weeks of written notice of termination of employment to an employee by an employer depending upon the length of service of the employee. In the absence of written notice, pay in lieu of notice is required, except in cases involving dismissal for just cause.

Annual Vacation

All employees including part time are entitled to three weeks' vacation on the completion of one year of service. An employee entitled to three weeks' vacation must be paid annual holiday pay based on three fifty-seconds ($3/52$) of his gross annual earnings. After 10 or more years of service, employees are entitled to four weeks' annual holidays, and are entitled to be paid four fifty-seconds ($4/52$) of total gross wages.

Statutory Holidays

Legislated public holidays in Saskatchewan are New Year's Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Where Christmas Day, Remembrance Day or New Year's Day falls on a Sunday, the Monday immediately following each is considered to be the public holiday. Employers are required to provide their employees with a day off with pay on each day that a public holiday occurs, or where the employee is required to work, pay to the employee, in addition to the regular rate of pay, an additional sum calculated on the basis of one and one-half times the regular rate of pay.

Rate of payment of public holiday pay in the construction, logging and lumbering industries is three and one-half per cent of the employee's total wages, excluding overtime.

Maternity, Bereavement, Adoption and Paternity Leave

Employees who have been employed continuously with one employer for 12 months or more are entitled to maternity leave of up to 18 weeks, or adoption or paternity leave of up to six weeks without pay. Employees employed continuously for three months are entitled to unpaid bereavement leave of five working days for immediate family members.

Equal Pay

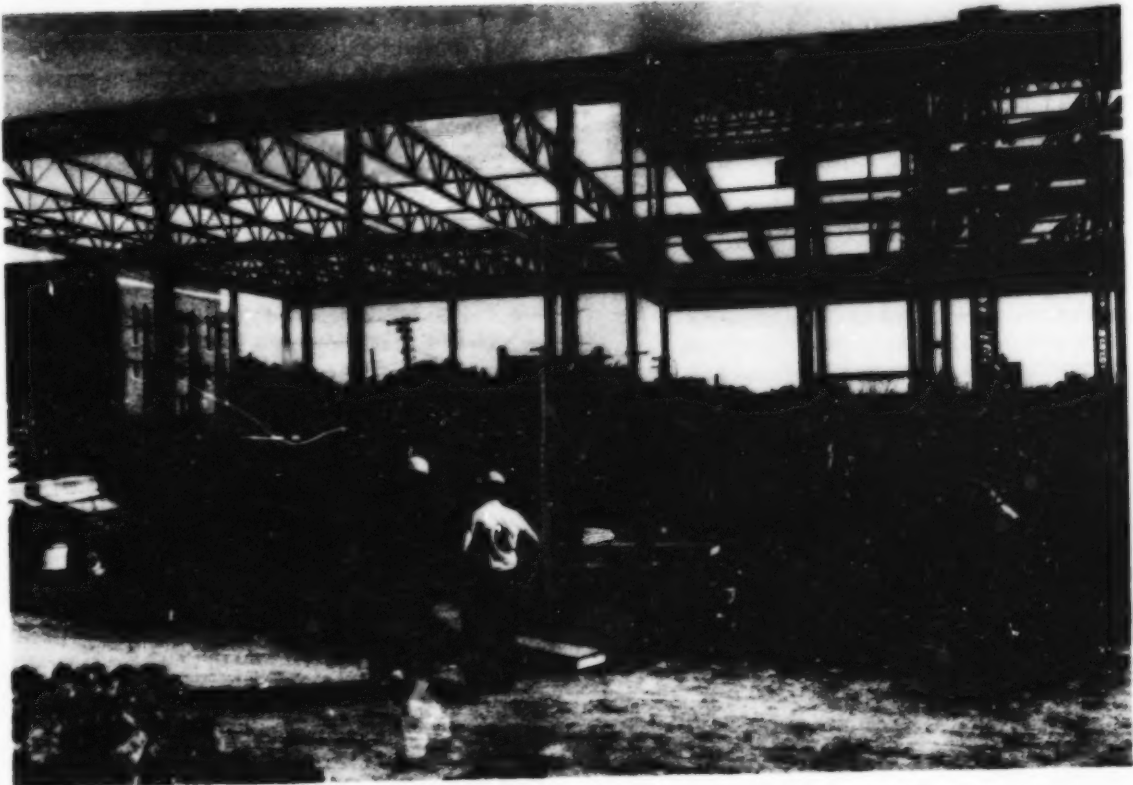
Employees in Saskatchewan who work in the same establishment have a right to equal rates of pay, regardless of sex, when the working conditions are similar and when they are performing work which requires similar skill, effort and responsibility.

Minimum Wage

The branch is responsible for enforcing regulations ordered by the Minimum Wage Board. The minimum wage of \$4.50 per hour applies to all employees within the scope of *The Labour Standards Act*.

Activities

During the year under review the Branch received 3,135 formal complaints from employees, filed 204 certificates in the Court of Queen's Bench against companies, filed 77 statements against directors of companies and prosecuted 20 employers. The Branch collected \$1,631,321.03 on behalf of employees in the province. Approximately two-thirds of this was in cash while one-third was in the form of court judgements.



Policy Planning and Research Branch

The Policy Planning and Research Branch is responsible for conducting research studies on a full range of labour topics to facilitate the review of existing programs and to determine new policy directions. Background material is provided to the Deputy Minister to assist in the establishment of the department's position on a wide variety of issues.

The branch monitors, evaluates and reports on the operation of the collective bargaining process. It also collects, organizes and analyzes information on employment, wages and industrial relations trends.

Information obtained as a result of this research is disseminated by the branch. The findings of many of the studies or surveys are published, as are several annual and semi-annual reports. In most cases these reports are free of charge to any person or organization expressing interest in them.

The branch also functions as the statistics bureau, information service and library of the Department of Labour.

Its organization reflects this diverse mandate, being made up of a Policy Planning Unit, a Data Analysis Unit (including a publications co-ordinator) and the department Library.

Policy Planning Unit

The Policy Planning Unit undertakes a broadly-based program of labour research activity. The purpose of this research is to assess the social and economic impact of departmental programs; to measure the effectiveness of existing programs in meeting stated policy objectives; to identify and review new trends in working conditions; to develop program forecasts and recommendations relative to current and new areas of concern to the department; and to provide appropriate research support services to other branches and units of the department and its associated boards and committees. The unit's sphere of activity extends to all legislative, regulatory and administrative programs of the Department of Labour.

Data Analysis Unit

Two major data banks containing occupational wage rate information and collective bargaining information are maintained by the unit. The data is analyzed, compiled and distributed to other government agencies and to the public, in addition to its use for planning purposes within the department itself.

Other surveys are carried out, including reports on labour union membership and work stoppages.

A library of Saskatchewan collective agreements is maintained for use by the public.

Branch reports are compiled and a co-ordinating service for all department publications is maintained.

Wage Survey

A major activity undertaken by the unit is the annual mail-out survey, designed to provide current information on occupational wage rates and on working conditions and fringe benefits of the Saskatchewan labour force.

The thirteenth annual survey was taken in November 1986 among approximately 1,108 business establishments. The results provide information on the salaries and wage rates for 334 occupations as well as information on the working conditions and fringe benefit provisions covering approximately 77,000 workers.

Collective Agreements

Current files of collective bargaining agreements are maintained by the unit. Information on a variety of collective bargaining subjects is constantly requested, and computer programs have been designed to permit analysis of the numerous agreement provisions. During the year, such requests generated information relating to particular occupational wage rates, pay package rates and fringe benefits such as dental plans.

The study of **Non-wage Provisions in Saskatchewan Collective Agreements**, published annually, provides an examination of non-wage provisions contained in provincial collective agreements. A sample of 150 agreements covering 17,287 employees was analyzed in the 1986 study.

Work Stoppages During 1986

Current information on work stoppages and time loss is maintained by the Data Analysis Unit.

During the calendar year 1986, there was a total of 15 work stoppages in Saskatchewan. The work stoppages involved 8,307 employees and resulted in a time loss of 131,249 worker-days.

Table 1 shows the number of work stoppages that have occurred in Saskatchewan since 1982, according to number of workers involved and worker-days lost.

Table 1

**Work Stoppages,*
Number of Workers Involved and Worker-days Lost,
Saskatchewan, 1982 to 1986**

Year	Number of work stoppages	Number of workers involved	Number of worker-days paid worker	Number of worker-days lost per non-agricultural
1982	26	11,863	416,245	1.31
1983	10	1,239	28,800	0.09
1984	11	1,366	12,231	0.04
1985	25	5,119	56,659	0.17
1986	15	8,307	131,249	0.39

* Does not include work stoppages under federal jurisdiction.

Source: Saskatchewan Labour files and Statistics Canada, Labour Force, 71-001.

Branch Publications

- *Saskatchewan Labour Report*. Published monthly, it provides an overview of conditions of work in the province as well as information on specific labour-related programs. Written decisions of the Saskatchewan Labour Relations Board are included.
- *Annual Report of the Department of Labour*.
- *Wages and Working Conditions by Occupation* (annual).
- *Non-wage Provisions in Saskatchewan Collective Agreements* (annual).

Labour Library

The Labour Library services the information needs of the department, other government departments, numerous organizations and the public. Its 6,000 documents include Statistics Canada publications, federal and provincial government labour reports and other material covering a variety of labour and health and safety topics.

Additional Responsibilities

With the integration of the Employment Development Agency (E.D.A.) in the new Department of Human Resources, Labour and Employment, the Economic Analysis and Policy Analysis Units of E.D.A. were amalgamated in the Policy Planning and Research Branch effective February 1, 1987.

This amalgamation resulted in increased responsibilities for the Branch in such areas as assisting in the development and evaluation of employment related policies and programs; engaging in labour market forecasting; co-ordinating certain federal provincial activities concerning the Department of Human Resources, Labour and Employment; and representing the province on several committees.

Labour Relations Branch

Conciliation Services

Conciliation Services office provides a voluntary conciliation service to assist employers and unions in resolving disputes arising out of the collective bargaining process, with a view to minimizing conflict and work disruption.

The conciliation service is offered to labour and industry upon request of either or both parties involved in an industrial dispute.

Disputes may arise during negotiation for an agreement or during the renewal of existing agreements. They may also arise from the

application or interpretation of agreements. In disputes resulting in a work stoppage, where no conciliation is requested, the office may approach the opposing parties with a view to resolving the problem.

Conciliation Proceedings During 1986-87

Labour relations officers were called upon to provide conciliation in 35 disputes during the fiscal year 1986-87, involving a total of 9,219 employees and 39 employers. Of these, nine disputes were still pending settlement with the aid of the Conciliation Services office on March 31, 1987.

Table 2

Conciliation Summary, by Industry, Saskatchewan, 1986-87

Industry	Disputes	Workers involved	Employers involved
All industries	35	9,219	39
Mining	—	—	—
Manufacturing	3	551	4
Construction	—	—	—
Transportation	3	261	3
Trade	7	128	7
Finance	2	1,470	2
Service	12	896	15
Public administration	4	1,523	4
Communication	4	4,390	4

Source: Saskatchewan Labour, Labour Relations Branch files.

The Office of the Worker's Advocate

The Office of the Worker's Advocate provides assistance and advice to injured workers, and their dependants, who have difficult claims before the Saskatchewan Workers' Compensation Board. The advocates are employees of the Department of Labour and are completely independent of the Workers' Compensation Board. They have access to all board files, records and other information relating to the claim under investigation.

Assisting Workers

The number of claims handled by the Office of the Worker's Advocate since its establishment in 1973 has increased. Many claims are referred to the advocates by word of mouth. Others are referred by legal assistance clinics, private law firms, doctors, the Provincial Ombudsman, the Workers' Compensation Board and unions. A number of claims are brought to the advocates' attention by members of the Legislative Assembly and members of the House of Commons.

Upon receiving a request for assistance, the advocate conducts an investigation and advises the worker or dependant of the possible course of action to be taken. The advocate may appeal a claim on an injured worker's behalf and provide representation at meetings between the claimant and the various levels of the Workers' Compensation Board.

The advocates may decline to provide assistance if it is apparent that there are no grounds to appeal the decision of the board.

Public Relations and Education Programs

The Office of the Worker's Advocate responds to all requests for speaking engagements and conducts educational programs. Emphasis is placed on education and public relations programs by the advocates in an effort to assist workers, their dependants or their union representative in filing or appealing claims.

Claims

Files in the Office of the Worker's Advocate are opened under the name of the injured worker. Once a file has been closed, it may be re-opened if new information is presented which provides grounds to appeal a previous decision of the Workers' Compensation Board. As well, the advocates may re-open a file if a new problem arises on a previous claim, or if approached concerning a new claim.

During the fiscal year 1986-87, the influx of claims continued. New claims for this period totalled 258, and closed files which were re-opened totalled 92.

A summary of the claims handled by the Office of the Worker's Advocate during the period under review is shown in the tables immediately following. Table 3 provides information regarding the number of claims processed while Table 4 shows the disposition of claims processed.

Table 3

Claims Processed by the Office of the Worker's Advocate, Saskatchewan, 1986-87

Claims	Number
Total claims	830
New claims	258
Claims carried over from 1985-86 fiscal year	480
Files re-opened	92
Claims closed	546
Claims remaining open as of March 31, 1987	284

Source: Saskatchewan Labour, Office of the Worker's Advocate files.

Table 4

**Claims Processed by the Office of the Worker's Advocate,
by Disposition,
Saskatchewan, 1986-87**

Disposition	Number
Information provided (inquiry)	230
Investigation	524
Claim from other province	1
Claim initiated with Saskatchewan Workers' Compensation Board	—
Appeal to a medical review panel	6
Representation at permanent functional impairment meetings (responsible for awarding lump sum settlements)	16
Appeal to the Earnings Replacement Committee	35
Appeal to Appeals Committee	126
Appeal to claims officer	124
Appeal to Workers' Compensation Board members	110
Request for rehabilitation assistance	9
Appeal to rehabilitation department	28

Source: Saskatchewan Labour, Office of the Worker's Advocate files.

Labour Relations Board

The main provisions of *The Trade Union Act* are administered by the Labour Relations Board. The board is empowered to issue orders that certify unions as bargaining representatives for appropriate units of employees; that require persons to refrain from unfair labour practices; that reinstate employees discharged contrary to *The Trade Union Act*; and, that require an employer to comply with provisions relating to the introduction of a technological change. Also, the board may act as an arbitration board and determine any dispute referred to it by employers and trade unions.

At the end of March 1987, the membership of the board was as follows:

Dennis P. Ball, Chairman, Regina
John R. Hobbs, Vice-chairman, Regina
J. Forsyth, Regina
E. Garry, Saskatoon
B.J. Keple, Regina
E. Lochrie, Saskatoon
C. Lyons, Saskatoon
B. McDonald, Saskatoon
L. Odegard, Saskatoon
J. Tomlinson, Moose Jaw
M. Wong, Saskatoon

Labour Relations Board Meetings 1986-87

Between April 1, 1986, and March 31, 1987, the Labour Relations Board held 12 monthly meetings lasting a total of 123 days. The average number of days per meeting was accordingly 10.25 days.

Applications to the Board

A total of 417 applications was received by the board during the year under review. Table 5 shows these applications by type of application and disposition. The five-year trend in the annual number of applications to the board under *The Trade Union Act* is shown by type and disposition in Tables 6 and 7 respectively.

During 1986-87, a total of 109 certification orders covering 2,171 employees was issued by the board and 13 certification orders affecting 136 employees were rescinded.

Table 5

**Applications to the Labour Relations Board
under Sections 5, 11(8), 24, 37, 43 and 45
of The Trade Union Act,
by Type of Application and Disposition,
Saskatchewan, 1986-87**

Type of applications and disposition	Applications	Type of applications and disposition	Applications
Total applications	392*	Exclusion on religious grounds (Section 5, clause l)	17
Granted	222	Granted	5
Dismissed	54	Dismissed	2
Withdrawn	111	Withdrawn	10
Determined	5		
Certification (Section 5, clauses a, b, and c)	130	Employee determination (Section 5, clause m)	3
Granted	109	Granted	—
Dismissed	12	Dismissed	2
Withdrawn	9	Withdrawn	1
Unfair labour practice (Section 5, clause d)	93	Strike votes (Section 11[8])	1
Granted	35	Dismissed	—
Dismissed	16	Withdrawn	1
Withdrawn	42		
Reinstatement (Section 5, clause f)	48	Reference of dispute (Section 24)	6
Granted	18	Determined	5
Dismissed	9	Dismissed	—
Withdrawn	21	Withdrawn	1
Monetary loss (Section 5, clause g)	47	Transfer of obligations (Section 37)	—
Granted	17	Granted	—
Dismissed	9	Dismissed	—
Withdrawn	21	Withdrawn	—
Company dominated (Section 5, clause h)	—	Technological change (Section 43)	1
Granted	—	Granted	—
Dismissed	—	Dismissed	—
Withdrawn	—	Withdrawn	1
Amendment or rescission (Section 5, clauses i, j, and k)	45	Ratification votes (Section 45)	1
Granted	38	Granted	—
Dismissed	4	Dismissed	—
Withdrawn	3	Withdrawn	1

* An additional 25 applications are newly received and are awaiting disposition. These 25 are not included in this table.

Table 6

**Applications to the Labour Relations Board
under Sections 5, 11(8), 24, 37, 43 and 45
of The Trade Union Act,
by Type of Application,
Saskatchewan, 1982-83 to 1986-87**

Type of application	1982-83	1983-84	1984-85	1985-86	1986-87
Total applications	533	454	524	422	392
Certification (Section 5, clauses a, b, and c)	181	187	118	102	130
Unfair labour practices (Section 5, clause d)	124	80	126	98	93
Reinstatement (Section 5, clause f)	79	56	50	61	48
Monetary loss (Section 5, clause g)	82	57	52	65	47
Company dominated (Section 5, clause h)	—	1	—	2	—
Amendment or rescission (Section 5, clauses i,j and k)	61	65	106	76	45
Exclusion on religious grounds (Section 5, clause l)	5	4	1	1	17
Employee determination (Section 5, clause m)	—	—	—	—	3
Strike votes (Section 11[8])	—	2	62	2	1
Reference of dispute (Section 24)	1	1	3	6	6
Transfer of obligation (Section 37)	—	—	3	5	—
Technological change (Section 43)	—	1	2	2	1
Ratification votes (Section 45)	—	—	1	2	1

Table 7

**Applications to the Labour Relations Board
under *The Trade Union Act*,
by Disposition,
Saskatchewan, 1982-83 to 1986-87**

Year	Total applications	Granted	Dismissed	Withdrawn	Determined*
1982-83	533	277	129	127	—
1983-84	454	227	114	113	—
1984-85	524**	215	62	188	1
1985-86	422	199	117	104**	2
1986-87	392	222	54	111	5

* Under *The Trade Union Act* the board may determine the outcome of any dispute referred to it by either party to the dispute. The decision of the board shall be final and binding.

** During the year 1984-85, 58 applications under Section 11 (8) of *The Trade Union Act* were received but were not finalized until 1985-86 when they were withdrawn.

Occupational Health and Safety Branch

The Occupational Health and Safety Branch is responsible for administering legislation governing all aspects of health and safety in workplaces under Saskatchewan jurisdiction.

Worker Protection

The branch achieves its mandate through inspection of workplaces by the Occupational Health and Safety Unit, the Mine Safety Unit and Occupational Hygiene Unit; the provision of advice and information through the Toxicology, Radiation Safety, Information and Resource and the inspection units; and the provision of information bulletins, courses on occupational health and safety and support of occupational health committees.

Information and Resource Unit

The Information and Resource Unit is responsible for educational, informational and statistical programs to promote health and safety by assisting occupational health committees, employers, workers and other interested individuals and organizations. The unit also co-ordinates the preparation of regulations and supporting explanatory material.

The Information and Resource Unit developed and delivered training courses and programs to assist occupational health committees to better discharge their duties under the Act and regulations. During the year, 740 individuals participated in 45 occupational health and safety courses which were held in 10 centres across the province.

Two issues of *The Safe Workplace* were sent to every workplace covered under provincial jurisdiction during the fiscal year. The newsletter is intended to inform employers, occupational health committees and employees about provincial occupational health and safety requirements, to increase awareness of hazards in the workplace and to promote safe work practices. Guidelines and other information on significant occupational health and safety matters were prepared and distributed.

Audio-visual Library

The library provides a free loan service of audio-visual material to occupational health committees, professionals from industry and government, and the general public. The collection contains 110 films and 10 video cassettes on general safety and occupational health and safety. The film lending

service was extensively used, with 1,219 showings to audiences totalling approximately 21,500 persons.

Farm Safety Program

A farm safety program was initiated during the current fiscal year to promote the health and safety of farm families and employees. During the fiscal year 25 individuals died as a result of farm related accidents.

Awareness and education is promoted through print and electronic media in the form of hazard alerts and newspaper articles. Brochures on tractor safety and anhydrous ammonia were prepared and distributed. A visual display emphasizing the importance of farm safety was set up at major agricultural exhibitions throughout the year. Trade shows, training seminars and speaking engagements have been attended across the province. The branch has also supported efforts by other organizations and agencies to increase awareness and assist farmers in reducing illness and injury.

Occupational Health and Safety Unit

The Occupational Health and Safety Unit is responsible for programs to promote health and safety in the workplace by: assisting occupational health committees, employers, workers and self-employed persons in maintaining reasonable standards for protection of the health and safety of workers; and conducting inspections and ensuring the compliance with *The Occupational Health and Safety Act* and associated regulations.

Inspections

During the fiscal year 1986-87, occupational health officers, often accompanied by occupational health committee members, conducted 2,697 inspections and visits. Notices were issued ordering the correction of 1,235 contraventions of the Act and regulations. Comparable figures for 1985-86 were 2,828 inspections and 1,232 contraventions. Inspectors also conducted 13 visits to monitor working environments and other related concerns.

During the year special inspection coverage of autobody shops was initiated. Guidelines to ensure safe work practices when spraying isocyanate paints and primers were introduced and enforced. Employers experiencing a high frequency of accidents per employee were also

visited to encourage implementation of a health and safety program.

Occupational Health Committees

The occupational health officers continued to assist workers and employers to improve and strengthen the functioning of the occupational health committees. During the fiscal year, the officers made contact with committees on 1,310 occasions.

Investigations

Investigations were conducted into 47 accidents, including 11 which involved loss of life. Special investigations were also conducted in response to complaints from workers, families and other interested persons.

Prosecutions

Six prosecutions were undertaken during the 1986-87 fiscal year. One charge was dismissed. In the five remaining cases, the companies were found guilty and ordered to pay fines totalling \$6,800.

Mine Safety Unit

The functions of the Mine Safety Unit are to ensure that mining operations in Saskatchewan are conducted in accordance with the requirements of *The Occupational Health and Safety Act*, *The Mines Regulations* and other associated regulations; to promote the effective operation of the occupational health and safety committees at all mines; and to promote healthy and safe working conditions by giving advice and guidance to operators or workers, either individually or through the committee structure.

Inspections

Compliance with the legislation at mining operations is achieved by frequent inspections. Inspectors of the unit wrote reports containing 1,426 notices of contravention and reported 232 less serious conditions which required corrective action during the year ending March 31, 1987. Comparable figures for 1985-86 were 733 notices of contravention and 751 less serious items. Inspectors also carried out investigations of serious accidents and dangerous occurrences; inspected hoisting systems; carried out radiation, ventilation, noise and dust surveys; and made necessary investigations before issuing approval for various phases of mining operations.

Mine Rescue

The Mine Safety Unit took an active part in the training of mine rescue personnel. Fourteen sessions for mine rescue instructors, coordinators, managers and mine rescue committees were held; and, in conjunction with these, 12 in-plant inspections of mine rescue training procedures, rescue equipment and facilities for training were conducted. One two-day training session with 22 rescue instructors was also held. Examinations were held to determine competency in mine rescue, resulting in the issuance of three instructor and 20 provincial mine rescue certificates. Six supervisors were examined for competency in an emergency and all were issued certificates.

Six mine rescue competitions were judged, including the national competition in British Columbia. The Provincial Mine Rescue Competition, sponsored by the Saskatchewan Mining Association, was judged by inspectors of the unit. This mine rescue competition was won by a team from Potash Corporation of Saskatchewan, Allan Mine, and the First Aid Competition was won by International Minerals and Chemical Corporation (Canada) Limited, Esterhazy.



Courses - Certification Programs

Inspectors of the unit conducted examinations for Blasting Certificates; 50 certificates were awarded. In addition, two courses in Safe Handling of Explosives were conducted for 36 people. Examinations for Hoisting Certificates were also held; eight certificates were awarded.

The Mines Regulations require that workers in underground and open pit operations be supervised by individuals possessing specified qualifications, including a certificate indicating satisfactory knowledge of the laws pertaining to health and safety. Following examinations by the Mine Safety Unit, 20 such certificates were issued during the year under review.

Accidents

During the year under review, one mine worker was killed compared with one fatality in the previous fiscal year. The lost-time injury rate¹ (frequency) for the full calendar year 1986 was 25 compared with 24 in 1985 and 22 in 1984.

Engineering Unit

The Engineering Unit provides advisory services on occupational health and safety matters to industry, employers and workers where appropriate. During the year environmental impact assessments were reviewed, as were new projects and expansions which had a significant engineering component. Technical input was provided during branch investigations into several injuries, fatalities and dangerous occurrences including several crane accidents.

Occupational Hygiene Unit

The Occupational Hygiene Unit is concerned with the identification and control of health hazards in the workplace. It collects scientific data on the workplace environment from which decisions are made regarding the need for and urgency of corrective measures to prevent ill health. Recommendations on engineering control measures are made to industry where appropriate.

The unit made 237 examinations of a diverse nature in workplaces mostly in response to concerns referred to the branch. The control of asbestos remains a major activity. The number of concerns related to the air quality in offices increased from 17 to 31. The presence of cigarette smoke is becoming undesirable to a greater proportion of workers in offices.

Thirteen major hospitals in the province were examined to control the use of anesthetic gases and ethylene oxide. Improved controls for ethylene oxide were required in four of the 13 hospitals and for anesthetic gases in 25 of 54 operating rooms examined.

The unit assists industry by providing information on control measures for work processes. It responded to 64 requests for such information and prepared information for the publication of guidelines when spraying paints containing isocyanates and for dry cleaning operations. Meetings were held with professional agencies and trade associations to instruct on subjects such as ventilation requirements and the handling of chemicals.

Laboratory

The laboratory provides analytical services necessary to support branch programs and is responsible for the maintenance and calibration of field equipment used in these programs. During the fiscal year, 1,266 samples of workplace contamination, commercial products and urine of workers were examined to evaluate dangers in the workplace. Training was given to technicians from four companies in the identification of asbestos in insulating material.

Industrial Toxicology Unit

The Industrial Toxicology Unit provides toxicological/medical support for other units in the branch. It provides advisory services on occupational health matters to occupational health committees, employers, workers, practicing physicians and federal and provincial government bodies. Medical evaluation and advice in occupational matters is provided by the chief occupational medical officer.

During the year under review, 20 places of employment were investigated for working conditions which may have resulted in the occurrence of several occupationally-related illnesses. Most of these were brought to the unit's attention through notifications by physicians. A total of 34 notifications were received during the year. Medical examinations were provided at eight places of employment.

¹ The rate is the number of lost time injuries per million hours worked (calendar years have been used for comparison).

The unit responds to inquiries concerning toxicological properties of industrial material, hazards associated with industrial processes, limitations of existing standards and work-relatedness of diseases, and provides scientific evidence to substantiate any advice or recommendation. During the year, research was conducted and advisory services were provided in response to 177 such inquiries. Responses were also provided to 42 inquiries for information about industrial substances of established toxicological nature. Documents were prepared outlining guidelines for handling antineoplastic drugs, requirements for notification of industrial disease and a program for prevention of back injury.

The unit evaluates research findings and makes recommendations for modifications of the existing regulations, as required, to reflect new scientific knowledge. Existing regulations for the first aid and emergency arrangements and chemical substances regulations are currently under review.

Radiation Safety Unit

The Radiation Safety Unit is responsible for programs designed to minimize the exposure of the public to unnecessary radiation arising from unsafe or poorly adjusted radiation-emitting sources and equipment, as well as for ensuring compliance with regulations relating to the permissible radiation doses that can be received by occupationally-exposed workers.

Legislation and Regulations

The Radiation Safety Unit enforces *The Radiation Health and Safety Act, 1985* and regulations made thereunder. Staff also enforce federal regulations under *The Atomic Energy Control Act* and *The Radiation Emitting Devices Act*. Existing regulations under *The Saskatchewan Radiation Health and Safety Act* continue in force but are presently under revision.

Inspections and Consultative Services

X-ray inspections, consultations and investigations cover approximately 1,000 medical x-ray units distributed among health-care facilities and veterinary clinics as well as non-diagnostic x-ray equipment found at universities and industrial workplaces. Services provided by the unit include advice at the time of equipment selection, plan approval, registration, acceptance testing and supervision of the statutory preventive maintenance program.

The unit provides advisory services to hospitals and other users of both ionizing and non-ionizing radiation emitting equipment.

Inspections of radiation safety procedures and equipment in use at Saskatchewan uranium mines have been carried out.

Postal X-ray Quality Assurance Program

This new program is currently being introduced throughout the province. The necessary test phantoms and step wedges are being produced by the Saskatchewan Cancer Foundation; the assistance of the Allan Blair Cancer Clinic in the implementation of this new program is gratefully acknowledged. An instructional video tape has been prepared by the unit to demonstrate the required procedures for the postal test. A comprehensive manual of recommended quality assurance procedures for small hospitals has also been prepared and issued to every Saskatchewan hospital.

Instrument Calibration Program

Calibration of radiation monitors for determining gamma radiation, x-rays and microwaves is now routinely carried out in the laboratory facilities. Development of new test procedures has been given a high priority.

Overdose Investigations

The Radiation Safety Unit regularly receives reports of high radiation doses, as recorded by the Bureau of Radiation and Medical Devices personnel dosimeters. Detailed investigation was made of all these incidents. Activities of the unit have helped to ensure that all changes to entries in the National Dose Register are adequately documented.

Training and Publications

The unit has been involved in radiation safety training of occupational health committees in the Saskatchewan uranium mines and has also contributed to the special training courses presented by the Canadian Institute for Radiation Safety.

The unit has produced over 50 guides, which provide reference information on various aspects of radiation control and radiation risk assessment. Two research papers were published and 65 lectures and seminars were also presented during the year under review.

Matters of Public and Workers Concern

The unit has responded to a wide range of concerns which have been raised by the general public and occupational health committees. These concerns relate to all aspects of the use of

ionizing and non-ionizing radiation, including inquiries about excessive use of medical x-ray procedures; radon levels in schools; radiation emissions from VDT's and microwave ovens; and radioactive contamination in homes and domestic equipment.

Radiation Emergencies

The staff of the unit are on 24-hour call in the event of any radiation emergency anywhere in the province. The unit also participates in training provided for members of the Emergency Measures Organization.



Table 8

Activity Summary, Radiation Safety Unit, Saskatchewan, 1982-83 to 1986-87

Activity	1982-83	1983-84	1984-85	1985-86	1986-87
X-ray					
Inspections	215	199	202	163 ¹	315
Consultations	167	81	108	95	116
Overdose reports	31	53	81	74	93
Laboratory procedures (excluding instrument calibration)	528	731	655	722	997
Commercial microwave oven surveys ² and other consultations, non-ionizing radiation	370	431	473	503 ³	713 ³
Instrument calibrations	12	6	43	39	55

¹ As of 1985-86, x-ray inspections are reported by the number of centres visited; not, as previously, by the number of x-ray units.

² These are carried out by public health inspectors; back-up is provided by the Radiation Safety Unit.

³ Calendar year not fiscal year.

Source: Saskatchewan Labour, Radiation Safety Unit files.

Pensions Branch

The Pensions Branch is the main body of pension policy expertise in the Government of Saskatchewan. The branch administers *The Pension Benefits Act*, provides information and advice on retirement income matters and serves as the focus for the development of retirement income policy and program alternatives.

Functions

The Pensions Branch has the following specific functions:

- (a) to administer *The Pension Benefits Act* and the regulations thereunder;
- (b) to advise the government with regard to retirement income matters;
- (c) to develop pension policy and program alternatives;
- (d) to prepare pension legislation and regulations and related documentation;
- (e) to conduct research on retirement income matters, including studies of the social, economic and fiscal impact of alternative pension arrangements;
- (f) to participate in intergovernmental discussions and negotiations on pension matters;
- (g) to consult with interest groups on pension issues;
- (h) to prepare and distribute, to the public, information and educational materials; and
- (i) to provide technical advice to various provincial agencies.

Legislation

The Pensions Branch is responsible for ensuring that employees' financial interests in private pension plans are protected. This goal is accomplished through the enforcement of *The Pension Benefits Act* and regulations thereunder.

The Pension Benefits Act applies to all plans organized and administered for employees engaged in employment in Saskatchewan. The Superintendent of Pensions is responsible for ensuring that all pension plans comply with the following legislative requirements:

- (a) Registration - All private employer/employee pension plans must be filed for registration with the superintendent.

- (b) Information Returns - Each plan must file an Annual Information Return stating contributions made to the plan and number of employees retired and number of memberships terminated. Every three years an actuarial valuation must be filed for each "defined benefit" plan.
- (c) Solvency - Sufficient monies must be in a pension plan to pay for the benefits promised at any point in time.
- (d) Funding - Contributions to a pension plan must be made in a regular uniform fashion and if there are special payments owing the plan to fund deficits they must also be remitted over a specified amortization period.
- (e) Investments - The regulations under *The Pension Benefits Act* regulate the investment of pension fund monies both qualitatively and quantitatively.
- (f) Minimum Vesting Standard - Members of pension plans must become entitled to their benefits, with a minimum of one year of service, when their years of service plus age equal 45.
- (g) Disclosure - Each member of a pension plan is entitled to a written explanation of the terms and conditions of the plan and his rights or obligations.
- (h) Plan Terminations - The Superintendent approves the disposition of all pension plan assets when a pension plan is wound-up.
- (i) Reciprocity - The Superintendent enforces the terms of agreements between himself and other jurisdictions to provide for the reciprocal registration, audit and inspection of pension plans.

The Canadian Association of Pension Supervisory Authorities (CAPSA)

CAPSA is comprised of senior government officials who administer pension regulatory legislation in each of the jurisdictions with similar legislation (Alberta, Manitoba, Newfoundland, Nova Scotia, Ontario, Quebec, Saskatchewan and the federal government). This group has been active in the area of establishing and revising minimum legislative standards for occupational pension plans. The organization facilitates an exchange of ideas regarding the administration of private pension plans, with the objective of making regulatory legislation uniform across Canada. The Superintendent of Pensions has been an active participant in all CAPSA deliberations.

Pension Plan Statistics

During the 1986-87 fiscal year, 28 new pension plans were registered, 176 amendments were approved, 572 annual information returns were received and 30 plans were wound-up.

The Pensions Branch maintains an arrangement with Statistics Canada for the compilation of pension plan statistics. The most recent statistics show that there were 148,343 Saskatchewan

employees participating in 1,551 pension plans. Table 9 provides a summary of selected features of Saskatchewan pension plan membership. These figures include employees participating in pension plans which are registered and monitored by other jurisdictions under reciprocal agreements. In addition, the data include members of public employee pension plans which are not subject to *The Pension Benefits Act*.

Table 9

Selected Features of Pension Plan Membership by Sector, Contributory Status and Sex, Saskatchewan, March 31, 1987

Sector	Total	Male	Female
Both sectors	148,343	92,755	55,588
Contributory	121,794	71,959	49,835
Non-contributory	26,549	20,796	5,753
Public sector	83,194	46,103	37,091
Contributory	82,852	45,761	37,091
Non-contributory	342	342	—
Private sector	65,149	46,652	18,497
Contributory	38,942	26,198	12,744
Non-contributory	26,207	20,454	5,753

Source: Saskatchewan Labour, Pensions Branch files.

Policy and Program Development

The Pensions Branch is responsible for conducting research and providing advice on the broad range of pension policy issues. The branch develops and examines pension policy and program alternatives at the national and provincial levels, undertakes in-depth research projects on pension-related issues, analyzes major pension reports, and prepares background and briefing materials. Some of the activities have included:

- (a) determine the adequate minimum level of retirement income;
- (b) investigate the income position of the elderly, analyze federal studies regarding adequate replacement income in retirement and prepare briefing material regarding the inadequacies of the current retirement income arrangements;
- (c) prepare research material on social service expenditures in Canada from the international perspective;
- (d) draft alternate proposals for the reform of the national retirement income system;
- (e) report on the characteristics of private pension plans in Saskatchewan;
- (f) prepare briefing material on the investment procedures of pension funds and compare federal and provincial investment regulations;
- (g) prepare summaries of major pension reports;
- (h) report on the matters of inclusion of homemakers in the CPP, pensions and divorce, survivor benefits and the splitting of CPP pension credits;
- (i) prepare historical information on the development of the current retirement income system;
- (j) participate in national conferences with respect to reforms within the national retirement income system; and
- (k) prepare research material and background material on technical and social implications of reforms within the national and provincial retirement income systems including:
 - improved vesting and lock-in requirements,
 - improved survivor benefits,
 - pensions as family assets,

- interest credited on employee contributions to employment pension plans,
- eligibility to and participation in employment pension plans,
- sex discrimination in employment pension plans, and
- inflation protection of benefits.

The Pensions Branch staff is knowledgeable about the national social security pension system and the operation of the private pension system. Branch personnel review pension developments in other jurisdictions, and participate in national, federal-provincial and provincial discussions of pension reform. The branch consults with labour, business, and other special interest groups to obtain and assess opinions with respect to proposed and existing programs. The branch is also responsible for public education efforts with respect to pension matters.



Minimum Wage Board

The Minimum Wage Board, subject to the approval of the Lieutenant Governor in Council, may issue orders with respect to certain labour standards.

Effective April 1, 1986, Mr. Phil Walker of Saskatoon was appointed to the Board to fill the vacant position. Other Board members for the year under review were: Ms. Mary Rocan, Chairperson, Regina; Mrs. Elsie Hannon, Saskatoon; Mr. T. D. Mills, Regina; and Mr. J. S. Rootman, Regina.

The board determines the minimum wage, the minimum meal break period, the maximum charge by employers for meals or lodging provided, the minimum age at which persons may be employed and the period in any day in which the hours of work of employees shall be confined. It also requires employers to repair and launder uniforms, provide female employees with free transportation to their residence after completion of work shifts during certain hours of the day, provide detailed pay statements to employees, and pay employees for rest periods granted by employers.

The minimum wage regulations do not apply to employees working in undertakings in which only members of the employer's family are employed; agricultural workers; persons employed in sheltered workshops or work activity centres for the socially, physically or mentally impaired or handicapped; or employees employed exclusively as domestic workers in private homes except where a wage subsidy is given to the employer from public funds.

Minimum Wage Board Orders

Saskatchewan Regulation 32/86 was passed April 8, 1986, to amend Minimum Wage Board Order No. 1 (1985) by excluding noon-hour supervisors employed by boards of education from the minimum three-hour call out provision.

The provisions of the Minimum Wage Board Orders in force during the fiscal year 1986-87 are summarized in Table 10.

Table 10

Minimum Wage Board Orders in Force in Saskatchewan during 1986-87

Order	Applicable to	Minimum Wage Board Order provisions
No. 1	All employers and employees	The minimum wage is \$4.50 per hour effective August 1, 1985. Every employee, other than a school student in regular attendance during the school term, a janitor, a noon-hour supervisor, caretaker or a building cleaner, who is required to report for duty, other than for over-time, shall be paid a minimum sum of \$13.50, whether or not he is required to be on duty for three hours on that occasion.
No. 2	Hotels, restaurants, educational institutions, hospitals and nursing homes	Employers must provide certain benefits to employees with respect to working shifts, transportation for female employees, uniforms, meal periods, board and lodging.
No. 3	All employers and employees	An employer must deliver to each of his employees a detailed statement of his earnings and deductions therefrom.

Appendix 1

Legislation Administered by the Saskatchewan Department of Labour

The Building Trades Protection Act
The Department of Labour Act
The Employment Agencies Act
The Fire Departments Platoon Act
*The Labour-Management Dispute (Temporary
Provisions) Act*
The Labour Standards Act
The Occupational Health and Safety Act
The Pension Benefits Act
The Radiation Health and Safety Act
The Trade Union Act

Appendix 2

Authorized Staff of the Saskatchewan Department of Labour

Authorized Staff of the
Saskatchewan Department of Labour,
as of January 31, 1987

Branch	Total permanent positions
Total	124.8
Administrative Services Branch ...	30.3
Policy Planning and Research Branch	11.4
Labour Relations Branch	10.0
Office of the Worker's Advocate ...	5.0
Labour Standards Branch	24.1
Pensions Branch	4.0
Occupational Health and Safety Branch	40.0

Appendix 3

Publications Available from the Saskatchewan Department of Labour

Labour Standards Branch

<i>Labour Standards Act</i> (office consolidation) and regulations*	free
<i>Labour Standards pamphlet</i>	free

Policy Planning and Research Branch

Saskatchewan Labour Annual Report	free
Saskatchewan Labour Report (monthly)	free
Wages and Working Conditions, by Occupation (annual)	free
Saskatchewan Labour Legislation (biennial)	free
Non-wage Provisions in Saskatchewan Collective Agreements (annual)	free

Labour Relations Board

Decisions of the Saskatchewan Labour Relations Board and Court Cases Arising Therefrom	
Vol. 1 (1945-54)	\$35.00
Vol. 2 (1955-64)	\$35.00
Vol. 3 (1965-74)	\$75.00

Occupational Health and Safety Branch

<i>The Safe Workplace</i> (newsletter, occasional)	free
<i>The Occupational Health and Safety Act</i> †	free
<i>The Occupational Health and Safety Regulations</i> †	free
<i>The Mine Regulations</i> *	free
Noise Control (book)	\$ 5.00
Various hazard alerts, thermal guidelines, etc.	free
<i>The Radiation Health and Safety Act, 1985 and regulations</i> *	free
Various research papers related to radiation safety	free

* It is the policy of Saskatchewan Labour to provide up to five copies of its Acts and regulations free of charge. Orders in excess of five copies should be directed to Saskatchewan Supply and Services, Acts and Publications Activity, Main Floor, East Wing, T. C. Douglas Building, 3475 Albert Street, Regina, Saskatchewan, (306) 787-6894.

† A single copy is provided free of charge and additional copies may be purchased at \$4.00/copy from Occupational Health and Safety Branch.

Note: All prices are subject to change

Available from the
Saskatchewan Department of Labour
1870 Albert Street
Regina, Saskatchewan
S4P 3V7